



Joseph F. Rice School of Law

UNIVERSITY OF SOUTH CAROLINA

STUDENT ORGANIZATION EXPENSES & TRAVEL PROCEDURES

Rice School of Law Student Organizations should follow the procedures outlined in this document for any expenses paid out of a University account or if the student organization plans any travel. Student organization Expenses and travel will be overseen by the Office of Student Affairs (OSA) and/or the Office of Academic Administration.

Funding

The law school allocates budget funds for certain student organizations each academic year based on the organization's historic activities at the law school, student involvement, past spending, and other factors. Law school budget funds ("A Funds") are derived from student tuition and state appropriations and are subject to state regulations and will thus be managed by and subject to the approval of OSA.

Travel and expenses of certain academic competition teams will be overseen by the Office of Academic Administration ("OAA") as set forth in this Handbook.

Advance approval from OSA or OAA, as applicable, will be required before expenses are incurred that will be reimbursed out of these funds. Specific provisions regarding conference and competition travel are included in this document. Any budget funds remaining at the end of an academic year will be reabsorbed and reallocated in the subsequent academic year. Organizations are expected to be good stewards of A funds and should closely adhere to their budgets and be cost-conscious in their planning and spending.

University Student Activity Accounts

Many existing student organizations have a university-managed account, or a "D" Account. Funds in D accounts can be used for activities consistent with the organization's mission but must also meet the University's allowable expenses.

The law school will be phasing out the use of these accounts. There will no longer be an option to establish new D accounts. OSA will work with the organizations that currently have D accounts to spend them down through allowable expenses.

Internal Organization Funding

Some student organizations choose to fund some of their activities through membership dues. If an organization desires to assess membership dues, these should be clearly set forth in its constitution. There may also be funding available from national parent organizations. Organizations should research whether such funds are available when making their financial plans. Organizations should consider what the dues will be used for when setting the amount, as well as alternatives for individuals who choose to join an organization but cannot afford the dues. Student organization dues should be deposited in the organization's private bank account.

External Fundraising

Student organizations may wish to solicit donations from alumni or local law firms or organizations. Before contacting any alumni, law firms or organizations, student organizations must coordinate with the Office of Student Affairs and Office of Development & Alumni Relations. Donations obtained through such efforts shall be placed into the organization's account at the law school, not in a private account. Should the Student Affairs & the Development Office grant approval to contact parties, organizations should coordinate with the Office of Student Affairs to set-up a USC Marketplace donation page. If the USC Marketplace is unable to be used for donations, this [Sponsorship Form](#) should be used. The Office of Finance and Business Operations will process all donations sent with the Sponsorship Form.

External Accounts

Law school student organizations are strongly encouraged to obtain an external bank account. The School of Law does not recommend that any student organization register as a 501(c)3 organization. Numerous annual filings with the IRS, the attorney general's office and the state are required for tax-exempt charitable organization status. Student Organizations that register as 501(c)3 organizations must inform the OSA of their status. Please contact OSA for available guidance on opening an external bank account.

Cash/Check Policy

The law school does not accept cash or checks from students or prospective students for financial activities.

Guidelines for Student Organization Expenses

Student organizations need to adhere to these guidelines and any other law school or University policies when spending organization money out of their University account. Funds spent outside of these guidelines may not be reimbursed or paid.

Invoice Guidelines

When a student organization plans to pay a vendor directly, the organization must obtain an invoice.

For the vendor to be paid, the student organization must confirm with OSA that the vendor is an approved supplier. If not, the invoice cannot be paid until the supplier has registered and been

approved. If the vendor would like to register as a supplier, OSA will send the vendor an email outlining the process.

Also, the University will not pay an invoice until goods or services are received. For example, if a student organization wants to pay for food by invoice, the invoice will not be processed until after the food has been received. Please note that it typically takes 2-3 weeks for the invoice to be paid and that payment will be sent directly to the vendor.

The invoice should contain the following information:

- The actual word "invoice"
- The payee's name and address
- An invoice number
- An invoice date
- An itemized list of the services provided or the items purchased
- The total cost, including any taxes or shipping

Student Organization Reimbursement Guidelines

If a student organization member pays for something out-of-pocket and anticipates seeking reimbursement from their University account, please be prepared to complete [this form](#) & provide the following information within 30 days of the purchase:

- Who is being reimbursed?
- The address of the person being reimbursed.
- What organization is this payment connected to?
- When was the event?
- What are the details of the event?
- Attach an original, itemized receipt substantiating the expense with the last four digits of the credit card used. Original receipts are not credit card statements, bank statements, canceled checks, or unpaid invoices.

Remember that expenses to be reimbursed out of University funds must be approved by OSA/OAA in advance.

It is strongly recommended that student organizations meet with OSA when planning to use funds from their University account.

University Policy on Personal Consumption

The university's policy on personal consumption, such as food, is found here:

<https://www.sc.edu/policies/ppm/bus705.pdf>

STUDENT ORGANIZATION TRAVEL

Student organizations can request travel for many reasons, including competitions, conferences, and networking opportunities. The following procedures must be followed if a student organization plans to travel.

Travel Approval Form

Prior to planning or expending any funds for competition or conference travel, student organizations must submit a [Travel Approval Form](#). This form will request information not only about registration and airline travel, but also lodging and other travel details, so organizations should begin the planning process early enough to ensure they have preapproval.

The organization's annual plan submitted prior to each academic year should also include preliminary plans for conference or competition travel, so OSA and OAA are aware of the organization's upcoming travel plans. Once the registration and travel are approved, organizations will reach out to OSA or OAA to obtain a Travel Authorization, if required, and to coordinate payment and booking of registration and airline travel.

Travel Authorization

In order to obtain the Travel Authorization, the traveling students and coaches/team leaders will have to provide necessary booking information to OSA or OAA in writing, including the itinerary and each traveler's full legal name, address, date of birth, and any additional requested information. Only economy fare for essential attendees or actual team competitors will be paid for. Travel for any additional persons or any fare above economy rates will have to be paid for by the team and will not be reimbursed. OSA or OAA will pay the registration fee using a Travel Card if travel is involved. If there is no travel involved, a P card can be used to pay the registration fee. When OSA or OAA is paying the registration fee, please provide the best contract e-mail address for competition communication.

Hotel Accommodations

- Hotel accommodations for competition team coaches may be paid for by coaches using a University Travel Visa card. For competition teams, student lodging will need to be paid for using the university program cards held by the team coaches.
- Student hotel costs for other student organization travel must be paid for by credit card by the traveling student.
- Reimbursement will be provided for approved travel in accordance with these guidelines. Team coaches and students should use good judgment in selecting economical options for lodging for dates necessary for competition participation. Only standard room rates, including customary taxes and fees will be reimbursed. Any in-room entertainment or room service will not be reimbursed.

Ground Transportation

- Rental car usage may be reimbursed at standard, non-luxury rates when it is the most practical means of transportation. The University has a relationship with Enterprise Rental Cars and we

recommend using their services when using a rental car. Please ensure that your name and the organization's name are listed on the reservation and please save all documentation in order to be reimbursed.

- Ridesharing may also be reimbursed at standard, non-peak rates, provided all receipts are retained.
- Personal vehicles may also be used, and travelers will be reimbursed up to the current IRS mileage rate.

Travel Reimbursement Voucher

Students traveling on behalf of a student organization and needing reimbursement should work with OSA to complete the Travel Reimbursement Voucher.

The Travel Reimbursement Voucher should be completed including to/from dates, destinations, and time of departure and return. Students will also need to provide receipts for paid expenses like lodging or airfare if reimbursement is needed. Receipts should include the following:

- Proof of payment
- Paid itemized lodging receipt required for lodging
- Original paid airfare receipt with name of traveler, dates, flight information, class of service, amount, proof of payment, and ticket number.

Reimbursement for travel will be made after the trip is complete and expenses should be submitted within seven (7) days of return from trip.

The University travel policy can be found here:
<https://www.sc.edu/policies/ppm/fina100.pdf>